

RAKAN STEELS LIMITED

Regd., Office: 77/39, Coolie Bazar, Kanpur - 208002 (U.P)
CIN: L27320UP1985PLC007582

To All Members
Dear Member,

Service of documents through electronic mode under Green Initiative in the Corporate Governance by Ministry of Corporate Affairs (MCA), Government of India, New Delhi - Registration of e-mail address.

The Ministry of Corporate Affairs has taken up 'Green Initiative' as a part of Corporate Governance by allowing paperless compliance by companies as per their circular dated April 21, 2011 stating that the service of documents by a company can be made through electronic mode. MCA has further clarified that the company will be deemed to have complied with the provisions of Section 53 (Service of Documents) of the companies Act, 1956, in case the documents like Notice, Annual Report etc., are sent to its members in electronic mode to their registered e-mail addresses.

Similarly, Securities and Exchange Board of India (SEBI) in line with the green initiative of MCA came out with the amendments to Equity Listing Agreement vide its circular dated October 5, 2011 to the effect that instead of supplying complete and full annual report to all the shareholders, the listed entities shall supply i) soft copies of full annual report to all those shareholders who have registered their e-mail addresses for the purpose, ii) hard copy of abridged annual report to others and iii) hard copies of full reports to those shareholders, who request for the same.

We, therefore, propose to send documents like Notices, Annual Reports, Postal Ballot papers and other communication to you through e-mail to be provided by you in this regard. Sending the notices and reports through electronic mode will definitely reduce paper consumption to a great extent and allow public at large to contribute towards a greener environment. The Notices, Annual Reports and other communication sent electronically will also be made available on our Company's website www.rakansteels.co.in (under 'Rakan Steels Limited'- 'Shareholder information') for viewing by the members.

Since you are holding the shares in physical form, we request you to register your e-mail address with us by filling up the e-mail registration form given below and post it to us in the self-addressed envelope (postage pre-paid) enclosed herein, for registering the same.

Please note that you will be entitled to be furnished, free of cost, with a printed copy of the Annual Report of the Company and other notice/ documents, in accordance with the provisions of Companies Act, 1956, upon receipt of a requisition from you, any time, as a member of the Company.

Thanking you and assuring you of our best services.

Place: Kanpur
Date: 10/10/2014

Yours Faithfully,
For RAKAN STEELS LIMITED
Sd/-
BINDU AGARWAL
(Director)

EMAIL REGISTRATION FORM

To,
The Company Secretary,
Rakan Steels Limited,
77/39, Coolie Bazar,
Kanpur - 208 001

Date:

Option-I*	
I agree to receive the documents/communication as referred to in the Company's letter dated 10.10.14, in electronic mode, as per e-mail address furnished.	
Folio No.	
No. of shares held	
Name of the first /sole shareholder	
Permanent Account Number (PAN)	
E-mail address to which documents/notices can be served electronically i.e., E-mail ID	
Option – II*	
I agree to receive the documents/communication by hard copy (Please tick the box given alongside)	<input type="checkbox"/>
Signature of the shareholder: (Subject to verification with the signature records) Maintained by the company)	

*The form can be also be sent Via mail on support@rakansteels.co.in (In case the form is sent electronically, the company shall only accept a scanned copy of the form duly signed by the First/ Sole Shareholder.)